

Minutes of the Finance Committee
Monday, October 20, 2003

Chair Haukohl called the meeting to order at 8:45 a.m. and led the committee in the pledge of allegiance.

Present: Supervisors Pat Haukohl (Chair), James Behrend, Donald Broesch, Genia Bruce, Joseph Griffin, Joe Marchese and Bonnie Morris.

Also Present: Legislative Policy Advisor Mark Mader, Judiciary & Law Enforcement Committee Chair Duane Stamsta, Emergency Government Coordinator Jim Malueg, District Attorney Paul Bucher, Clerk of Courts Carolyn Evenson, Medical Examiner Lynda Biedrzycki, UW-Extension Director Marcia Jante, Employment Services Manager Sue Zastrow, Labor Relations Manager Jim Richter, Office Manager Dani Danielski, Director of Victim's Witness Jen Miller, Deputy District Attorney Mike Bundy, Computer Services Coordinator Dennis Enloe, Information Services Manager Mike Biagioli, Director of Administration Norm Cummings, Budget Manager Keith Swartz, Chief of Staff Allison Bussler, Supervisor Hank Carlson, Senior Budget Analyst Mike Baniel, Judge Kathryn Foster, Supervisor Ken Herro, Clerk of Circuit Courts Carolyn Evenson, Business Manager Bob Snow.

Schedule Next Meeting Dates

- October 27 – a.m./ p.m.
- November 5 – a.m.

Discuss and Consider 2004 Operating Budget for Emergency Management

Malueg and Stamsta were present to discuss the Emergency Management 2004 operating budget as outlined in the budget book. He said this budget comes in on target. Operating expenses increase 176% in 2004 because they are taking tax levy allocated in this budget to fund purchases at the new Communications Center. These items were overlooked in the capital project and not budgeted for. The budget for the center will be supplemented by grant money from this department. The 2003 estimate exceeds the budget due to Enrolled Ordinance 157-116 authorizing \$108,078 of federal grant funding and Enrolled Ordinance 157-117 authorizing \$48,295 of federal grant funding which increased the authorized FTE by 0.50 FTE. Total expenditures for 2004 are \$217,912 and total revenues are \$150,470 for a tax levy increase of \$5,806 or 9.4%. Malueg also explained the following programs: Disaster Management and Hazardous Materials Management.

MOTION: Marchese moved, Behrend second, to tentatively approve the 2004 operating budget for Emergency Management. **Motion carried:** 7-0.

Discuss and Consider 2004 Operating Budget for District Attorney

Bucher was present to discuss the District Attorney's 2004 operating budget as outlined in the budget book. Bucher reviewed each objective and commented on them. Bucher said the objectives in the book are not the objectives he would like to have for his department. He said departmental objective number one is only a carryover objective from 2002. He can't actually complete this objective. Objective number two should read "Prepare for PROTECT..." because he doesn't think the software will be installed until 2005, so it is not correct to state [to] "begin the transition." Objective number three will not be achieved unless they find funding for the program and he doesn't see that happening. Objective number four depends on the Department of Justice providing grant funding. He said he has no control over this objective. Bucher said he got word from the state that he will lose three prosecutors from his department effective November 1, 2003. The state is eliminating 15 district attorneys statewide. His budget was not figured with the loss of these staff members. He doesn't know how his department will function without them. He does know that he will have to cut some of the tasks they do for county departments.

Bucher said total expenditures for 2004 are \$2,044,594 and total revenues are \$501,723 for a tax levy decrease of \$43,985 or -2.8%. In the District Attorney's Office, there are 30.50 regular, 1.32 extra help and 0.05 overtime FTEs positions. This is an overall decrease of 1.06 FTEs in comparison with 2003. Bucher explained it is not appropriate to eliminate or reclassify the position of Computer Services Coordinator. He thinks it is a poor decision by the County Executive to eliminate this position.

Bucher said the Finance Department puts together his departmental budget. In the Prosecution Program budget, contracted services 2004 expenditure budget includes \$60,000 of pass through funding for the PARC Task Force, \$102,100 for prosecutor costs reimbursed by grant or state funding and \$67,300 of tax levy funded expenditure authority for the OWI Intensive Supervision program. Reductions from 2003 include \$45,000 of PARC Task Force funding to better reflect actual program expenditure levels and \$55,500 for a special state drug prosecutor due to limited funding which was previously funded by the Sheriff's Department. The 2004 Revenue budget includes funding for the PARC Task Force of \$60,000, prosecutor benefit reimbursements of \$47,600, photocopying charges of \$40,000 and extradition recoveries of \$7,400. This reflects corresponding revenue decreases to the expenditure decreases of \$45,000 of PARC Task Force grant funding and \$55,000 of special prosecutor interdepartmental funding.

Miller reviewed the Victim/Witness Program budget and distributed a handout outlining what the program does. The Victim/Witness Specialists staff members will serve 800 – 1,000 cases in 2004. They are trying to keep up with the increased number of cases without additional staff.

Haukohl asked if they are working with the UW-Extension Office to apply for grants? Bucher said he does work with Jante to apply for grants but he doesn't feel like the county wants him to apply for grants. Several times his department has applied for grants but the funding was turned down by the County Board.

MOTION: Marchese moved, Bruce second, to tentatively approve the 2004 operating budget for the District Attorney's Office with the amendments recommended by the Judiciary Committee.

Director Cummings said in the spring, county departments were asked to reduce their budgets. The District Attorney's offices had funding cut to the End User Technology Fund because the state was taking over the computer system in the District Attorney's Office including the support of the IJIS system. After this conversion, there would be very little for the county to do to support these computers. Biagioli said there would still be a need for computer support in the future. He said, they requested Human Resources staff to review how the job has changed and to determine if it should be reclassified. The District Attorney was not in favor of a reclassification in the 2003 budget. Once the state takes over the computers in the Office, there will be very little computer coordinator-type work to be done in the District Attorney's Office. Biagioli said he thinks the Information Systems Department can handle supporting the four county PCs. The District Attorney's Office is the smallest department in the county that has its own dedicated computer support person. Computer Coordinators stay in their departments, don't participate in the same training as regular IS staff, and do not follow the same career ladder as regular IS staff persons.

Director Cummings said Zastrow reviewed this position in 2002. The Computer Systems Coordinator was going to be in charge of special computer projects and increased time spent on forensics investigations in conjunction with the Sheriff's Department. At the time of review, the District Attorney wasn't sure how the duties of the position broke down to percentages. In 2003 Zastrow investigated the position again and found the District Attorney's position was still partnering with the Sheriff's Department. At that time, the forensics time was estimated at 30%. The main part of the Computer System Coordinator class

specification is to provide support for the computers in the department and to work on some special projects. The state is to support the computers once the conversion to the state system is complete.

Director Cummings distributed two handouts and discussed them. One handout gave information on the Computer Forensics Investigative Unit in the Sheriff's Department. The second handout was a copy of the signed agreement between Waukesha County and the State of Wisconsin Department of Electronic Government for DA LAN Support and Service Level Agreement.

Biagioli said they estimate the installation of the state system for spring 2004. They are expecting to have it installed with access to the District Attorney's LAN at that time. According to the agreement with the state, the state will assume all management of the hardware and software. He does expect it to be in place by April 2004. The county has purchased all the state-required hardware for this system.

Bucher said he would like the Protect System to be up and running by April but he doesn't think it will be. They need a Protect administrator on staff. Biagioli's staff is great but they are overburdened. They have many different issues to address. Bucher said he generates more than \$1 million per year in revenues for the county. This issue is about supporting the District Attorney's Office information technology issues while providing ongoing litigation support for 19 attorneys. His customers deserve the services that Enloe provides. Enloe's responsibilities will drop once the Protect system is installed. Every police chief in the county supports this position. If he doesn't have the services of Enloe, they will be soft in this area and he will have to pass these costs on to some area.

Haukohl said she has issue with where the function of this position belongs? Should it be in the Sheriff's Department with access by the District Attorney's Office? She thinks these jobs should all be in the same department. She also has issues with the differences of pay between the person doing this work in the District Attorney's Office and the Sheriff's Department. This position should be reclassified because the job description has changed.

Stamsta read from the 2003 budget book the 2003 objective relating to the continuing forensics duties of this position.

ON THE MOTION: Motion carried: 7-0.

Discuss and Consider 2004 Operating Budget for Circuit Court Services

Stamsta said in order to come in on target, the department reduced overtime funding and training fees. He said they may need come before the board in 2004 to request additional funding. Snow, Evenson, Foster were present to discuss the Circuit Court Services 2004 operating budget as outlined in the budget book. Total expenditures for 2004 are \$8,448,252 and total revenues are \$4,236,000 for a tax levy increase of \$127,869 or 3.1%. She briefly discussed the current and proposed capital projects in the department. The salaries of the judges and court reporters are paid for by the state. The county pays the salaries for all other staff members. Evenson, Foster and Snow covered the budgetary objectives for the Circuit Court Services.

Foster said there is a bill in progress that would allow the county to bill the Public Defender's Office for services rendered to indigent, mentally ill defendants.

Future Agenda Item

- Legislative issues related to allowing the Circuit Clerk of Courts to bill the Public Defender's Office for services rendered for indigent, mentally ill defendants.

Evenson reviewed the budget of the Clerk of Courts Administrative Services. There are no direct position or staffing changes in this unit. Personnel costs to continue are partially offset by employee turnover and a reduction in divisional overtime. Reductions in divisional operating and interdepartmental charges include technology related hardware and software purchases, conference and training funds and related travel expenditures. There are also reductions in the budget for judicial expenditures for on-line legal research reflecting cost changes under new contract parameters and costs related to contracted assistance for judicial law interns. In 2004, revenue increases totaling \$38,200 are based on expected levels of interpreter reimbursement through the state increasing by \$12,000, continued favorable collection of bail forfeiture judgments increasing by \$14,000 and slightly higher interest earnings by \$15,000 from historic low rates in 2003. There is no increase in the state Circuit Court Support Grant budget amount of \$1,135,000 due to the state fiscal crisis.

Evenson reviewed the Clerk of Courts – Criminal and Traffic Division 2004 operating budget. There are no direct position or staffing changes in this unit. Base overtime expenditures for 2004 are reduced by 41%. Divisional overtime provides for required coverage when court proceedings extend past 4:30 p.m. and for coverage if court order entry backlogs occur. These expenditure reductions help offset some of the cost increases due to countywide increases in employee costs to continue. Total personnel costs in 2004 are \$1,542,442 which is an increase of \$43,161 from 2003. Total expenditures in this division are \$2,598,960 and revenues are \$1,220,200. Revenue from the collection of state and county fines and forfeitures is budgeted at approximate 2003 levels in anticipation of a tighter economy. Increases in collections for court appointed counsel have been offset by more conservative collection estimates for cash bail forfeitures. Collections for court costs, restitution fees and municipal fees are \$13,300 less than the previous budget level based on expected collections in 2004. The total tax levy is \$1,378,760 which is an increase of \$121,705.

Foster said in the Clerk of Courts – Family Division, a procedural change was made September 1, 2003 in the appointment and payment process of Guardian ad Litem (GAL) counsel in divorce and paternity cases, initiated by the circuit court judges and court commissioners. In this new process, following the initial deposit of \$1,000 by case participants to begin legal services, any continuing work performed by the GAL, which exceeds the deposit will need to be paid in advance by the parties directly to the GAL. Judicial officers and court staff advocated this change in an effort to control rapidly rising county expenditures in divorce and paternity cases. Normally, the only exceptions to this would be for indigent case participants. This financial change will slowly result in a reduction in direct county GAL costs in this area. Revenue from GAL recoveries through Department of Administration – Collections increase by \$10,000 based on positive prior year's experience and higher prior year GAL expenditure levels. This nearly offsets a reduction of \$10,700 in state GAL reimbursement funds. Foster said they expect 50,000 contacts to the Self-Help Center through in-person or Internet Web page hits in 2004. This is an increase of 41,750 from 2003.

Evenson said the Clerk of Courts – Civil Division budget is mainly cost to continue.

Snow reviewed the Juvenile Court Program budget. The 2004 performance measures in this budget include 100% case clearance rates for juvenile delinquency, ordinance, Chapter 51 commitment, adoption, capiases and other cases. There are no direct position or staffing changes in this unit. Base overtime and extra help for 2004 are reduced by \$7,200 (73%) to partially offset the existing staff cost to continue. All temporary assistance previously utilized for on-call, in-court deputies has been eliminated. The Clerk of Court and Juvenile Clerk will explore options to provide court staffing in emergency instances.

Snow reviewed the Family Court Counseling Services Program budget. The Family Court Counseling Service office advocates for the best interests of children whose parents are involved in divorce and paternity actions. Staff provides evaluation and mediation services to assist the case parties and the court in resolving custody and physical placement disputes. In 2004, program staff anticipates 620 mediation cases to be opened and 250 custody/visitation studies to be conducted.

Snow reviewed the Court Commissioners Program budget. There are no direct position or staffing changes in this unit. Personnel costs for this division have increased due to wage increases and employee benefit increases. The 2004 budget reduces the discretionary expenditure area which includes continuing education, staff training and related travel which are being made to offset increases where costs are mandatory. Funds previously budgeted for contracted assistance to provide supplemental staff support during vacations is eliminated and coverage assistance will be coordinated through the use of existing staff across all court operations divisions. The budget reflects a reduction in expenditures for per diem court reporting assistance in anticipation of reduced usage made possible by coordinating efforts to utilize digital recording processes and existing staff.

Snow reviewed the budget for the Register in Probate. The division is requesting to reclassify a Program Assistant to a Deputy Register in Probate to provide greater service coverage in the office. Base overtime and extra help for 2004 are reduced by \$14,200 or 81% of the 2003 budget. Budgeted overtime provides for required coverage when court proceedings extend past 4:30 p.m. and for a minimum amount of discretionary internal overtime to allow for case management activities in the event of back-logs.

Griffin commended the staff for the many budget cuts they made in particular to continuing education and staff training related expenses.

MOTION: Behrend moved, Griffin second, to tentatively approve the 2004 operating budget for Circuit Court Services. **Motion carried:** 7-0.

Discuss and Consider 2004 Operating Budget for Medical Examiner

Biedrzycki was present to discuss the Medical Examiner 2004 operating budget. Total expenditures for 2004 are \$1,062,391 and total revenues are \$232,195 for a tax levy increase of \$4,366 or 7.0%. Biedrzycki distributed two handouts and discussed them. The first handout, titled Medical Examiner's Office Presentation; Finance Committee, gave an outline of the office including statutory duties of the Medical Examiner, Work Volume and Waukesha County, Budget Drivers, Budget Overview, Chapter 979 of the Wisconsin State Statutes, Staffing History of the Waukesha Medical Examiner's Officer/Personnel, Decision Making Criteria for New Positions Forensic Pathologist and Deputy Medical Examiner, and the 2003-2004 Fee Comparison.

Biedrzycki said the 2004 budget has increases in personnel costs due to the addition of new positions and increases in health insurance costs. There are no significant increases in operating costs. There will be an increase in fees to generate revenue and to offset expenses.

Beidrzycki said as Waukesha County population grows, their caseload grows. Due to demographics, population growth, the increasing proportions of deaths that require autopsy and higher community and law enforcement expectations there is need for extra staff in the Medical Examiner's Office. She said the addition of the Pathologist position is contingent upon contracting to perform autopsies for another county in a regional area service sharing arrangement. If the contract does not go through, she will not be able to hire the pathologist. Without this additional staff member, her office will continue to have staffing issues.

MOTION: Morris moved, Broesch second, to tentatively approve the 2004 operating budget for the Medical Examiner according to the recommendations made by the Judiciary Committee. **Motion carried:** 7-0.

Discuss and Consider the 2004 Operating Budget for the UW-Extension Office

Jante was present to discuss the 2004 Operating Budget of the UW-Extension. She covered the following areas outlined in the 2004 budget book and the amended financial summary: mission, financial summary, position summary, objectives and strategic achievements. Total expenditures for 2004 are \$642,288 and total revenues are \$329,623 for a tax levy decrease of \$100,000 or 24.2%. Jante explained the following programs: Youth and Family, Environmental and Urban Initiative. UW-Extension has 3.50 FTE regular positions, 0.15 FTE extra help and 0.00 FTE overtime. This is a 1.38 FTE decrease from 2003.

There is a change in revenues because of a shift in focus. The UW-Extension is seeking programs that will provide income. In the last two years, there has been a 37% decrease in tax levy. If the UW-Extension office does not continue to secure grant dollars, several positions will cease to exist. Grant dollars are not reflected in the budget pages of the financial summary found on page 202 of the budget book. Revenues are decreased which represents the shift from fee-based education to grant-funded programs. Grant funding will be appropriated when awarded and approved by County Board ordinance.

In addition to the county appropriation, the state and federal partners will provide \$299,172 in county faculty salaries, plus an estimated additional \$1,597,900 in support to Waukesha County Extension programs. The State of Wisconsin underwrites this educational program with funding for the development of educational materials, salaries of county-based faculty and staff and expertise from campus-based faculty and specialists, technology assisted programs and facilities, professional development and continuing education.

MOTION: Behrend moved, Broesch second, to tentatively approve the 2004 operating budget for the UW-Extension Office with the amendments and with the understanding that they will come back to us with updated budget book sheets. **Motion carried:** 7-0.

Discuss and Consider Ordinance 158-O-082: Create New and Abolish Positions: Approve Reclassifications; Establish Salary Placements of Non-Represented Positions Resulting from Review of Non-Represented Classifications; Modify Sunset Provisions of Certain Positions

Zastrow reviewed the ordinance. Table I indicates which positions by department would be created and which would be abolished.

Bucher said he would find funding for the Computer Services Coordinator position by Friday to the Judiciary Committee. Money will come from his budget to cover the costs related to this position. Griffin said there should be a provision in the amendment saying that once the PROTECT system is in place, the position will be reclassified.

Zastrow reviewed Table II which indicates the positions that the Department of Administration recommends reclassifying.

MOTION: Broesch moved, Bruce second, to make an amendment on the board floor to amend the reclassification of the Senior Information Systems Professional to Principal Information Systems Professional back into the ordinance. **Motion carried:** 7-0.

MOTION: Morris moved, Bruce second, to make an amendment on the board floor to amend to return the position of Clerk II to be reclassified to Account Clerk I in the Department of Health and Human Services to the ordinance. **Motion carried:** 7-0.

MOTION: Broesch moved, Morris second, to approve 158-O-082: Create New and Abolish Positions: Approve Reclassifications; Establish Salary Placements of Non-Represented Positions Resulting from Review of Non-Represented Classifications; Modify Sunset Provisions of Certain Positions with as amended by the Personnel Committee and anticipated future amendments by the Finance Committee. **Motion Carried:** 7-0.

Discuss and Consider Ordinance 158-O-080: Employee Retention/Severance Salary and Benefits for 2004

Richter said this ordinance gives the county directions on how to address employees whose positions are eliminated or laid off. The first goal is to try to find alternate employment within Waukesha County for individuals whose positions are eliminated so they don't need to be laid off. There are no guarantees. It is a matter of what positions are open and matching skills levels. This ordinance provides transition benefits for laid off employees. Richter reviewed the transition benefits as outlined in the ordinance. He said employees can't use the severance benefits if they leave the county before their position is officially terminated. If someone is aware that their position will be terminated, has sick leave balance and they begin using sick days, these days will be offset against their severance benefits. A payout would extend their pay on the usual schedule. He believes that we have one or two people who will use these benefits. The fiscal note for this ordinance was considered under the worst-case scenario.

MOTION: Marchese moved, Behrend second, to approve 158-O-080: Employee Retention/Severance Salary and Benefits for 2004. **Motion carried:** 7-0.

Motion to Adjourn

MOTION: Marchese moved, Behrend second, to adjourn the meeting at 3:42 p.m. **Motion carried:** 7-0.

Respectfully submitted,

Joseph F. Griffin
Secretary